

TUTBURY PARISH COUNCIL (TPC)

A meeting of the Parish Council was held in Tutbury Village Hall, Monk Street, Tutbury, Monday 17th June 2019. Those present were Cllrs, R Lock, (Chairperson), C Smedley, P Steadman, T Spencer Smith, F Crossley, D Morris, L Evans, W Crossley, in attendance, Cllr L Anderson Karen Duffill (Clerk) PCSO Katie Fellows, Sgt Adam Tonks and two members from the Duchy of Lancaster, Rosie and Debra.

06/19/1.0 APOLOGIES

Cllr K England (Vice Chair)

06/19/2.0 MINUTES OF THE MEETING held on 13th May 2019 and 20th February were approved and signed by the chair.

06/19/3.0 DECLARATIONS OF INTEREST & DISPENSATION REQUESTS

3.1 None declared.

06/19/4.0 PUBLIC PARTICIPATION

- 4.1 Sgt Adam Tonks announced that a section 61 criminal justice and public order had been issued to the travellers on the Mill Site prior to the meeting. Travellers were required to vacate the land within 24 hours, this will be monitored. Following reports of aggressive dogs running loose and a dog bite to a parishioner visiting the park with his son, had been addressed by the police. The police have instructed the travellers to leave. The Borough Council are the landowners and had issued a land repossession order 13th June but would have to have waited for this to go through the courts before the travellers could be evicted. Following the antisocial behaviour, the police were able to act.
- 4.2 A council member reported an alleged assault that had occurred at the cricket club. However, the clerk was present at the time and confirmed that it was children from the traveller site who had run on to the pitch and interrupted the game with foul language rather than an assault.
- 4.3 Two members representing the Duchy of Lancaster attended the meeting and passed information to the clerk about the community funding that was available to their tenants and community. A council member enquired if the Duchy had been approached to find a piece of land for extra burial space near the church. No request had been reported to their knowledge. This could be considered if required.
- 4.4 The clerk had received a police report of crime in the area and the police representatives reiterated that there had been an increase in vehicle theft and urged the public not to leave valuables on display and to secure their vehicles. The advice was to protect keyless cars by keeping the fob in a secure area. The percentages in the report sometimes inflated the problem due to the low number of incidents. The parish council requested incident numbers going forward so the information could be added to their website for information.

06/19/5.0 TO CO-OPT TO THE VACANT COUNCILLOR POSITION

5.1 There had been an application for the current vacancy and details of the application form had been circulated to councillors prior to the meeting. However, the candidate was not present at the meeting. A proposal was made to write to the candidate to invite her to be a member of the parish council, and to attend the next parish meeting. If the declaration of acceptance of office was signed at the next meeting, the candidate would be co-opted then.

Resolution

Following a majority vote the clerk will write to the candidate and invite her to attend the next meeting, when she can be co-opted.

06/19/6.0 CLERK'S REPORT INCLUDING CORRESPONDENCE

6.1 The clerk had received correspondence regarding overhanging trees on Bridge Street, this concern has been passed to the Borough Council to consider.

Footpath 8 was reported to the clerk as being overgrown. This and the footpath from the Baulk has been reported to the County Council to trim back. Other faults have been logged to get Green Lane hedge cut, and the verge on Belmont. The verge at the end of Ironwalls and Burton Street has been done.

06/19/18 7.0 BOROUGH AND COUNTY COUNCILLOR REPORT

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7.1 County Councillor P White informed the council that the Final Highways report for the parking restrictions would be published in a couple of weeks and the public consultation will then commence.

7.1.1 A member enquired why the dangerous pothole previously reported had not been repaired. The County Councillor said he would visit the pothole after the meeting and investigate.

7.2 A member raised concern over the electric fence in Redhill lane was left on when the cattle was not in the field meaning there was increased risks of nasty shocks in that area.

7.3 A member had raised concern about the cars parked on the street in Green Lane Causing obstructions. The problem is exacerbated by there not being parking allocated for both the front and rear flats in the area. It was suggested that a white line could be marked on the pavements to allow the width of a double buggy. This may not be a practical solution. Borough Councillor S Gaskin assured parish councillors that the parking allocations are regulated for new houses,

7.4 Borough Councillor S Gaskin reported that there are plans to regenerate the High Street and the town centre, the area around the train station and the Washlands. A new leader Duncan Goodfellow has been appointed.

7.5 Borough Councillor Garry Raybould reported that there had been a survey of the bins in the High Street and replacements will be made where appropriate. to

make the street look better for Best Kept Village. The clerk requested that a plastic bottle recycling bin could be installed near the football pitch Cornmill Lane as most of the rubbish in that area is plastic.

7.6 A member enquired when the waste food recycling will be reintroduced. Cllr Gaskin would enquire.

7.7 Cllrs raised concern about the future security of the Mill site as Travellers did stay on the Cornmill Lane site and now the locks and barrier are extremely secure. The chair reminded a council member to use appropriate language when speaking in a public meeting. Cllr Gaskin would liaise with the Borough Council about the future access to the site that would be appropriate for farm vehicles, ESBC mower contractors and cricket club users.

7.8 A member enquired what committees the Borough Councillor's represented Cllr Gaskin is a member on the following committees; Licensing and scrutiny of money, police crime and fire panel member, and of consolidated charities committee. Cllr Raybould was a member of the Auditing committee.

7.9 A member questioned if there would be any changes to the concessionary bus passes. Cllr P White will investigate.

06/19/8.0 TO APPROVE THE SUBMISSION OF PUBLIC COMMENTS TO THE HIGHWAYS PROPOSALS TO PARKING AND SPEEDING PROPOSALS.

8.1 The comments recorded at the public meeting regarding the parking and speeding proposals were distributed to the councillors. It was worth noting that the proposal numbers on the presentation were incorrect and needed updating. A member proposed that the comments were sent to the Highways department with no amendments to the Parish council's confirmed comments.

8.2 Cllrs commented that the speeding issues need further investigation and that there was disappointment that no more parking spaces had been crated through the process. However, the Parish Council's responses on these proposals still stand.

8.3 A member requested that the minutes should record the Councillor's full title and job role to ensure it was clear who they were for future reference.

Resolution

All members were in favour that the public comments were sent to the Highway department. There would be no change to the council's response.

06/19/9.0. BUDGET UPDATE AND FINANCE REPORT

9.1 The clerk distributed the bank reconciliation for 29th May and made reference to the budget changes previously suggested. The clerk suggested that a working party was formed to formulate d budget updates. It was suggested that the chair, vice

chair and previous chair should form the working party. Cllr L Anderson also requested to attend the finance meeting.

Resolution

The clerk will arrange a working party meeting to discuss updates to the proposed budget, based on the year end carried forward balance.

06/19/10.0 TO APPROVE ACCOUNTS FOR PAYMENT

10.1 Council members proposed and seconded the accounts were authorised for payment.

10.2 Cllr P Steadman requested that the flags purchased for the High Street could be approved next month.

To whom paid	Of payment	Net Total	Vat	Total + Vat
HM revenue and customs	National Insurance	106.30	0.00	106.30
Karen Duffill	Clerks Salary	919.36	0.00	919.36
Karen Duffill	Clerks Expenses and mileage	34.32	0.00	34.32
Karen Duffill	Envelopes	5.25	0.00	5.25
Staffordshire County Pension Fund	Clerks Employer Pension arrears	260.98	0.00	260.98
Staffordshire County Pension Fund	Clerks Employee Pension contribution	161.34	0.00	161.34
RB Landscaping	Church contracts and footpath inv 0059	200.00	0.00	200.00
RB Landscaping	Church contracts and footpath inv 0059	200.00	0.00	200.00
RB Landscaping	Church contracts and footpath inv 0059	75.00		75.00
Sterilizing services	Legionella control 6 Monthly check inv 40242	64	12.80	76.80

06/19/11.0 TO RECEIVE AN UPDATE REGARDING THE BEST KEPT VILLAGE COMPETITION.

11.1 The Best Kept Village council members confirmed individual councillor roles for the competition. The maintenance work on the bus shelters were underway

11.2 The children's poster competition entries had been collected from the school and displayed throughout the village. The winners and runners up had been selected and sent off to the competition for judging.

11.3 Cllr members requested the Borough Councillors followed up the clerk's requests to litter pick, tidy up and cut back the Cornmill Lane car park, Bridge Street and the Mill Site.

Resolution

The clerk will arrange voucher prizes for the best kept poster competition.

06/19/12.0 TO CONSIDER THE REMOVAL OF RECYCLING BINS WITHIN DUKE STREETCAR PARK TO ALLOW EXTRA PARKING

12.1 A council member raised concern that the Recycling bins in Duke Street were being abused by large amounts of cardboard boxes that are left by trade users, rather than domestic residential rubbish. This is causing an eyesore in the centre of the village. Good kerbside collections are now carried out. A member questioned whether the recycling bins are required by residents as it is trade waste that is overflowing, not domestic waste and suggested removing the bins to create additional parking spaces.

12.2 Other members suggested fly tipping is an offence and should be prosecuted. East Staffordshire Borough Council should enforce this and empty the bins more often. Members questioned how many parking spaces this would create. More litter bins space is required after the market. A member suggested CCTV should be installed. It was thought that this takes time and there is cost and time lag. It was suggested that the trade waste was eBay businesses working from home this waste is being left in the early hours of the morning. A council member suggested the cost of CCTV could be shared between parish councils. A council member suggested to stop this behaviour signage and cameras would need to gather evidence to deter the fly tipping.

12.3 It was proposed and seconded that the bins should never be removed. Three votes supported this proposal and five were against. The proposal was rejected.

12.4 It was proposed and seconded that this should be added to a further agenda to monitor the situation and to consider further enforcement.

Resolution

A proposal was seconded with a majority vote, to keep the bins and then review this on a future agenda and consider monitoring and enforcement.

06/19/13.0 TO FORM A WORKING GROUP TO INVESTIGATE INTRODUCING YOUTH COUNCILLORS ONTO THE PARISH COUNCIL.

13.1 Council members Cllr R Lock, Cllr C Smedley, Cllr L Anderson and Cllr T Spencer Smith agreed to investigate this for the parish council. It was suggested that the vice chair could also be invited if required.

06/19/14.0 TO RECEIVE A REPORT FROM THE PLAYING FIELDS COMMITTEE AND APPROVE RELATED COSTS REQUIRED FOR GOAL POSTS AND PITCH REPAIRS.

14.1 A member updated the council on the work she had done. Ben Robinson the Chairman of Burton Albion had been contacted to assist in a pitch review of the pitch at Cornmill Lane. He recommended his contractor reviews the pitch.

Recommendations received included that the goal mouths required turfing. Verti drain would be beneficial due to the condition of the pitch being compacted and to improve drainage in the wetter months. However, a member warned against vertidrain on the pitch as new root growth needs to be sustainable. The contractor said to be cautious about moveable goal posts getting vandalised. New storage facility should be considered.

14.2 Grant assistance towards the costs of the goal posts of £750 may be available to the parish council through a grant from the Staffordshire FA. Tutbury Tigers have also applied for funding through the Birmingham FA. A member suggested that 5 a side goal posts should be purchased for the Multi Use Games Area ((MUGA)

Resolution

A member proposed and this was seconded, that new movable goal posts were purchased up to the value of £3000. In addition 5 a side goal posts should be purchased. The majority voted in favour to purchase new goal posts and authorised pitch repairs based on existing recommendations.

14.3 The manager of Hatton United had contacted the clerk to request if the Junior girls' team could use the pitch on alternative Saturdays for payment in lieu of cutting and marking out the pitch. Cllrs were concerned about the pitch being overplayed and damaging the pitch. Concerns were also raised that it was not a Hatton United pitch but a Tutbury Tigers pitch. Members stated that this would require further discussion and should be added to a future agenda.

14.4 A meeting will be arranged with the football teams to agree a new pitch location. This will also have an impact on the pitch repairs required.

06/19/15.0 TO APPROVE THE REQUEST TO TENDER FOR THE REPAIRS TO THE TRIANGLE BENCH AND STEPS

15.1 Cllrs approved the work specification distributed in the clerk's report to go out to tender to repair the bench and relay the steps and replace some slabs on the Triangle. A member suggested that the mahogany bench that was set into cast iron frame would require drainage cut into the seat by a jigsaw to improve it.

Resolution

A proposal was made and seconded that the request to tender should be sent to the same contractors who submitted tenders for the Bus Shelter Maintenance.

06/19/16.0 TO RECEIVE AN UPDATE ON THE COMMUNITY BUILDING

16.1 A member of East Staffordshire Borough Planning department contacted the parish council to arrange a meeting to discuss the amended section 106 agreement. The chair declared an interest in this topic due to the proximity of his property to the

proposed community building, Cllrs C Smedley, K England, F Crossley would meet the planning department to find out more.

It was resolved to extend the Meeting by 15 minutes

06/19/17.0 PLANNING MATTERS -TO RECEIVE COMMENTS ON RECENT APPLICATIONS

17.1 A member raised concern regarding the process of planning and recommended that all applications should be reviewed in detail in the full parish council meeting. However, other members reiterated that there was not enough time in the full parish meeting to do this and members have access to all the plans online before the meeting. Councillor recommendations should be sent to the allocated. Planning Councillor to propose a response. Councillors can comment on the recommendation in the full council meeting. This was not deemed as satisfactory. Cllrs L Anderson, Cllr L Evans, Cllr C Smedley and Cllr K England nominated themselves to form a working party to focus on planning and this structure will be added to a future agenda. Those councillors that had not viewed the plans online could not comment on the recent applications.

17.2 P/2019/00642

Proposal: Erection of a single storey rear extension and erection of a front porch.

Location: 14 Chatsworth Drive, Tutbury, Staffordshire, DE13 9NS

No Objection

P/2019/00630

Proposal: Alterations to existing steps and retaining wall to improve access to dwelling and resurfacing of existing driveway.

Location: 1 Fishpond Lane, Tutbury, DE13 9NB

No Objection

P/2019/00588

Proposal: Demolition of existing club house and changing rooms, erection of a single storey clubhouse and creation of parking area

Location: Tutbury Cricket Ground, Mill Site, Bridge Street, Tutbury, Staffordshire, DE13 9LZ

No Objection, however, could security of the site access be considered for the proposed car park and new pavilion when planning permission is granted

P/2019/00387

Proposal: Listed Building Consent for the demolition of existing porch and internal and external alterations to include installation of window on west elevation and internal partitions to facilitate the conversion of part of ground floor from retail unit (Class A1 Shops) to form a residential unit

Location: 1 High Street, Tutbury, DE13 9LP

No Objection it was noted that the residence would be very small and there would be no parking provision for this additional residential unit.

P/2019/00384

Proposal: Conversion of part of ground floor from retail unit (Class A1 Shops) to form a residential unit including demolition of existing porch
Proposed No Objection as above

Location: 1 High Street, Tutbury, DE13 9LP

P/2019/00537

Proposal: Remodelling of existing dwelling to include single storey side extensions and raising of ridge height and front and rear dormer windows to facilitate loft conversion.

Location: The Pleasance, Ludgate Street, Tutbury, DE13 9NG

No objection the dwelling size is large enough for the proposed plans

P/2019/00361

REVISED Erection of a two-storey rear extension and single storey side/rear extension

The Parish Council would like to reiterate the existing objections and would like to speak at the planning committee for this application.

DECISIONS

P/2019/00311

Erection of replacement cricket nets and surfacing
Tutbury Cricket Club, Bridge Street, Tutbury, DE13 9LZ

PERMITTED

P/2019/00390

Erection of a single storey rear extension
49 Burton Street, Tutbury, Staffordshire, DE13 9NR

PERMITTED

Erection of a single storey side and rear extensions and loft conversion with rear dormer
117 Holts Lane, Tutbury, DE13 9LG

PERMITTED

P/2018/01046

Construction of 16 dwellings with associated garages and car parking, play area, knee rail to Public Open Space, detached Community Building and car parking, associated highway and drainage infrastructure

Land off Foxglove Close, Tutbury, Staffordshire

PERMITTED

P/2019/00423

Replacement front door

29 High Street, Tutbury, Staffordshire, DE13 9LS

PERMITTED

06/19/18.0 TO CONSIDER AND APPROVE THE BUDGET TO SUPPORT A WORKING PARTY TO CELEBRATE 100 YEARS AFTER WW1 EVENT.

18.1 Members raised concern that there was little time to organise a celebration of the end of the war in July. The Farmers market was a planned event that could incorporate a form of celebration. A member suggested that Tutbury Band could be involved in marking this event. Members Proposed to form a working party to spend some of the budget to commemorate ww1 to a maximum £1000.

Resolution

Cllrs W Crossley, and Cllr Steadman would form a working party to spend some of the budget to commemorate ww1 to a maximum £1000. A majority vote supported the proposal.

06/19 19.0 TO CONSIDER INSTALLATION OF A SEAT IN HIGH STREET BUS SHELTER.

19.1 This will be added to a future agenda.

Item 20.0 duplication of item 11

06/19 21.0 ITEMS FOR THE NEXT AGENDA

- **Walking of the footpaths**
- **To consider fair trade support**
- **To consider installation of a seat in the High Street Bus Shelter.**
- **To consider planning matters in parish meetings**
- **To consider a Skate Park**
- **To consider iPad for online access for councillors**

06/19/22.0 Date of Next Meeting

22.1 15th July 2019

Meeting closed at 9.50pm

APPENDIX A



DUCHY of LANCASTER
BENEVOLENT FUND
1 Lancaster Place, Strand, London WC2E 7ED

The Duchy of Lancaster Benevolent Fund

The Duchy of Lancaster Benevolent Fund is a registered charity set up with the consent of Her Majesty The Queen to benefit local good causes primarily – but not exclusively - within the historic County Palatine.

The County Palatine

This includes the counties of Greater Manchester, Lancashire and Merseyside. Here, the Fund is administered by the local Lieutenancy offices on behalf of the local trustees. Community-based organisations and charitable causes within these Counties can apply to the local Lieutenancy offices (in writing or via their websites) for a donation that will benefit the local community.

Outside the County Palatine

Awards can also be made to organisations or for causes outside the County Palatine but which are clearly linked to the Duchy. These applications are considered by a London-based panel and each request is assessed and approved/denied on its own individual merits.

Eligibility

Those bodies who might apply for support from the Duchy of Lancaster Benevolent Fund include:

- Community associations and groups that are of benefit to local people
- Organisations which provide care and support for the elderly, infirm and disadvantaged members of society
- Organisations involved in supporting local young people eg. Scouts/Guides, Cadets, YMCA, etc.
- Any Trusts, associations and institutions involved in maintaining and preserving monuments, estates and other possessions of the Duchy for the benefit of the local community and/or the general public.

The Trustees are particularly keen to encourage applications in support of:

- Causes with which the Duchy has a historical association
- Educational and training initiatives
- Environmental and social sustainability
- Social mobility and empowerment of disadvantaged groups.

All applications must demonstrate a positive impact on and benefit to the local community.

Application Process

Applications are considered by the Panel on a quarterly basis. Awards made by the Duchy of Lancaster Benevolent Fund are usually for sums ranging between £250 and £5,000. Only one grant can be made to a single organisation within a two-year period.

The Trustees will not normally grant awards to individuals, political causes, fund-raising bodies, or to cover any salary requests or recurrent costs.

For those submitting applications from within the County Palatine, forms can be downloaded from your local Lieutenancy office. Applications from outside the County Palatine should be addressed to: Mrs D Garritty, BEN Fund (London Panel), Duchy office, 1 Lancaster Place, Strand, London WC2E 7ED.